

# Hurricane Emergency Plan

GFS Main Line: (985) 632-7195

## Planning ahead

Living with the threat of a serious hurricane is part of living in South Louisiana. Because our first concern is for the safety of our customers and employees, GFS has emergency plans in place if a storm approaches our area. Hurricane season is from June 1<sup>st</sup> to November 30<sup>th</sup>. Please follow these guidelines both before and after the storm.

## Introduction

The purpose of the Galliano Fresh Market Hurricane Emergency Plan is to provide a detailed summary of the steps deemed necessary to secure the business and protect property and lives in the event of an approaching hurricane.

The plan is available to all employees and lists and explains the various levels of preparedness Galliano Fresh Market will undertake depending on the severity of a weather threat to the South Lafourche area. It also lists action plans for all departments.

In the event that a tropical system enters the Gulf of Mexico, Galliano Fresh Market will immediately be placed on standby alert. There are five phases or levels of preparedness that may be implemented before, during, and after a possible storm. Each is explained in specific detail within the plan.

## Preparing for the Hurricane Season

All employees must:

- Give the front office the most updated phone numbers and email address
- Take any personal items with them

The owners will announce when the store will close. All employees are to prepare their work areas before they are dismissed to take shelter or evacuate the area, as recommended in official announcements.

## Emergency Plan Guidelines:

**Standby Alert** – When the National Weather Service predicts that a tropical system will enter the Gulf of Mexico, Galliano Fresh Market will monitor the projected path and speed of the storm.

**Phase I** – When a tropical system has entered the Gulf of Mexico or has made landfall on the outer edges of the Gulf and is expected to re-enter the Gulf, and the South Louisiana area is within the probability of landfall zone, Galliano Fresh Market will monitor the speed and path of the storm. We will assess on which side of the storm South Lafourche would be, the distance from the predicted landfall area, and the strength of the storm (present and at landfall).

**Phase II** – When a tropical system is within the Gulf of Mexico and South Louisiana is in the landfall zone, although not in the high probability zone, but the area is expected to feel the effects of the system to where the National Weather Service might issue a Tropical Storm

Warning or a Hurricane Watch for South Louisiana and the Lafourche Parish area. We will continue to monitor the strength, speed, and projected landfall site.

**Phase III** – This is when a tropical system is in the Gulf of Mexico and South Louisiana is in the high probability landfall zone and the National Weather Service issues a Tropical Storm Warning for South Louisiana that includes Lafourche Parish. The owners will make the decision to close the business. If the National Weather Service issues a Hurricane Warning for South Louisiana that includes Lafourche Parish, employees are advised to evacuate to an area out of the storm's path. We will continue to monitor the storm's strength, speed, and projected landfall. If a mandatory evacuation is given for Lafourche Parish, we will finalize all preparations for the storm. All non-essential personnel will be released from their workstations. Department Managers need to start preparing their work area for evacuation.

**Phase IV** –After the storm has passed and provided that the roads are passable and the state and local government officials are allowing travel back into the area, all employees are to contact their department managers or call the main line to know when to report back to work. All employees should be prepared to return back to work as soon as possible.

**Phase V** –If the storm has passed and has caused major damage on property, employees must contact their department manager for direction or contact the GFS Emergency Website to know whether or not they can report back to work. The pre-position team will return to the store to assess damage and create a command center. The pre-position team will also begin to clean up debris.

### **After the Storm**

- Once the store has been assessed on the building, an opening date will be given.
- You will be contacted as soon as possible on when to come back to work.
- Contact the Galliano Fresh Market or your department manager as soon as possible.
- Provide us with the telephone number where you can be reached and the status of you and your family
- Check the website for the current information of the progress

### **72 hours to Landfall:**

- Confirm current contact information in of all employees (home, mobile, email, evacuation location, etc.)

### **48 Hours to Landfall**

- Procure materials for securing store (plywood, duct tape, screws, etc.)
- Secure signage and outdoor equipment that may be in danger from wind or hail.
- Start to monitor Greater Laf Port Commission on the closure of roads below the flood gates. This will affect deliveries.
- Start to clear off desk as much as possible to prepare for store closure.

### **12 Hours to Landfall:**

- Contact employees to communicate plans during and after storm based upon current information.
- Contact AG to communicate current status of store and plans during and after storm based upon current information.

- Begin to prepare your desk for evacuations if needed.

**0 Hours to Landfall (before closing store):**

- Secure all carts, trash cans, and other equipment that may be danger
- Remove critical technology assets (Server, BO2, BO4, external hard drive)
- Take all personal items will you.

**12-24 Hours after Landfall:**

- Visit store to assess damage
- Contact employees to ensure they are safe and communicate the store status
- Contact AG to communicate store status.

**Contact Information**

Title	Name	Cell	email
Owner	Dannie Burregi		dannie@gallianomarket.com
Communications	Jaedon Burregi		jaedon@gallianomarket.com